

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Control of Records Quality Form HIGHLIGHTS OF THE MEETING	PCAF-QP03-F03 Version 2
		BAC-HoM-2024-054
		<i>Reference Number</i>
	Date:	12/11/2025

Title of Meeting:	Opening and Bid Evaluation of One (1) Lot Supply and Delivery of Meals for Various Meetings and Activities of PCAF for January to December 2026										
Date & Time:	December 10, 2025, 2025/10:00 AM										
Venue:	Apacible B Conference Room										
No. of Participants:	15										
Sex Ratio:	<input type="text" value="9"/> Male <input type="text" value="6"/> Female										
Classification of Participants (No.):	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="text" value="14"/> Government</td> <td style="width: 50%; border: none;"><input type="text" value="1"/> Private Sector</td> </tr> <tr> <td style="border: none;">___ Academe</td> <td style="border: none;">___ Academe</td> </tr> <tr> <td style="border: none;"><input type="text" value="1"/> PWD</td> <td style="border: none;">___ PWD</td> </tr> <tr> <td style="border: none;"><input type="text" value="4"/> Senior Citizen</td> <td style="border: none;">___ Senior Citizen</td> </tr> <tr> <td style="border: none;">___ Indigenous People</td> <td style="border: none;">___ Indigenous People</td> </tr> </table>	<input type="text" value="14"/> Government	<input type="text" value="1"/> Private Sector	___ Academe	___ Academe	<input type="text" value="1"/> PWD	___ PWD	<input type="text" value="4"/> Senior Citizen	___ Senior Citizen	___ Indigenous People	___ Indigenous People
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___ Academe	___ Academe										
<input type="text" value="1"/> PWD	___ PWD										
<input type="text" value="4"/> Senior Citizen	___ Senior Citizen										
___ Indigenous People	___ Indigenous People										

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
I. Call to Order	The meeting was called to order at 10:00 AM by the BAC Chairperson, Ms. Floreliz P. Avellana, for the Opening of Bids for the Procurement of One (1) Lot Supply and Delivery of Meals for Various Meetings and Activities of PCAF for January to December 2026 - ITB No. 2025-003 with the Approved Budget for the Contract (ABC) amounting to Php 5,905,550.00.		
I. Attendees Prospective Bidders General Manager: Company: BAC Chairperson: Regular Member: Regular Member: Regular Member: BAC Secretariat Head: Member: Member: End-User Staff, OED Observer Representative, PCAFEA Legal Counsel Staff, OED	<ul style="list-style-type: none"> ● Ms. Pauline Joyce O. Javier NAFC-DA Multi-Purpose Cooperative (NADAMCO) ● Ms. Floreliz P. Avellana ● Ms. Marisa R. Lo ● Ms. Maria Belen A. Milanés ● Ms. Catherine A. Viray ● Mr. Ken Ryan P. Eleazar ● Mr. Sonny A. Chua Jr. ● Ms. Anna Mariel D.C. Aque ● Mr. Uriel Victor Escobido ● Mr. Brian B. Babaran ● Mr. Rubella Andrew Lumadilla 		

II. Topics Discussed

A. Submission of the Bidding Documents

NAFC-DA Multi-Purpose Cooperative (NADAMCO) submitted bids for the Procurement of One (1) Lot Supply and Delivery of Meals for Various Meetings and Activities of PCAF for January to December 2026. They submitted one (1) original copy and one (2) photocopies of the bid through the BAC Secretariat on the set deadline.

B. Checking the Technical and Financial Documents

The BAC conducted the opening of bids for the procurement of one (1) lot supply and delivery of meals for various meetings and activities of PCAF for January to December 2026.

The NAFC-DA Multi-Purpose Cooperative (NADAMCO) submitted their bid on December 10, 2026 at 8:06AM.

The BAC opened the submitted bid and found the legal/technical and financial documents in order. Using a non-discretionary "pass/fail" criterion and guided by a checklist, all the required documents are present in the submitted legal/technical and financial bids.




After determining compliance with technical and financial requirements, the bid procedure continued to open the second envelope containing the financial offering. Below is the financial bid of the bidder:

Name of Bidder	Bid Offer	Remarks
NAFC-DA Multi-Purpose Cooperative (NADAMCO)	P5,812,970.00	The bid is less than the ABC

The Bids and Awards Committee (BAC) member has noted the following discrepancies and observations in the documents submitted by NADAMCO:

- I. Financial Proposal**
 - **Financial Bid Form:** The written words for the bid price, "Five Million Eight Hundred Twelve Nine Hundred Seventy," are incomplete as the word "**Thousand**" is **missing**. The amount should be written as "Five Million Eight Hundred Twelve **Thousand** Nine Hundred Seventy."
 - **Schedule of Requirements:** This document was dated **December 5, 2024**.
- II. Eligibility Documents and Technical Proposal**
 - Statement of Single Largest Completed Contract (SLCC) was dated **December 5, 2024**.

	<p>The BAC referred the matter to Atty. Rubello Andrew Lumadilla and opined that it would not affect the bid offer, noting that the discrepancies, both the omission in the written bid price and the indicated date, were clearly mere typographical errors.</p> <p>The BAC declared NAFC-DA Multi-Purpose Cooperative (NADAMCO) as the Single Calculated Bidder for this procurement activity with a bid offer of P5,812,970.00.</p> <p>To be forwarded to BAC-TWG for Food and Accommodation for post qualifications.</p>	BAC-TWG F&A	December 16, 2025
III. Adjournment	The meeting was adjourned at 11:15AM.		

Date prepared: December 11, 2025	
Prepared by:	Approved by:
<p style="text-align: center;"> KEN RYAN T. ELEAZAR Head, BAC Secretariat</p>	<p style="text-align: center;"> FLORELIZ P. AVELLANA BAC Chairperson</p>
Recommending Approval by:	
<p style="text-align: center;"> MARISA R. LO BAC Vice-Chairperson</p> <p style="text-align: center;"> MARIA BELEN A. MILANES BAC Member</p> <p style="text-align: center;"> CATHERINE A. VIRAY BAC Member</p>	

